

**Arlington Contributory Retirement Board
Meeting Minutes
December 19, 2013
At the Town Hall Annex
Second Floor Meeting Room**

Board members present: Chairman John Bilafer, Richard Keshian, Ken Steele, Ruth Lewis and Kenneth Hughes

Call to order Regular Monthly Meeting

Chairman Bilafer called the meeting to order at 4:30 P.M

Motion and vote to approve Expense Warrants 33 and 34

After review and discussion, Ms. Lewis made a motion to approve expense Warrants 33, and 34 for payment, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote on October 2013 Trial Balances

After review and discussion, Ms. Lewis made a motion to approve the October 2013 Trial Balances, seconded by Mr. Hughes. The motion was approved by unanimous vote

Motion and vote to approve November 2013 Minutes

After review and discussion Mr. Hughes made a motion to approve the November 2013 Minutes, seconded by Ms. Lewis. The motion was approved by unanimous vote.

Motion to approve new school members

After review and discussion Mr. Hughes made a motion to approve the new school member's applications, seconded by Ms. Lewis. The motion was approved by unanimous vote.

| <u>Name</u> | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u> |
|------------------|---------------------------|-------------------|-------------------|
| Brittany Jenkins | 09-16-2013 | 9+2% | Teacher Assistant |
| Amanda Mayo | 12-02-2013 | 9+2% | Teacher Assistant |
| David Miksis | 12-17-2013 | 9+2% | School Custodian |
| Maria Pelosi | 12-19-2013 | 9+2% | Teacher Assistant |
| David Preston | 09-20-2013 | 9+2% | Teacher Assistant |
| Molly Sortino | 08-28-2013 | 9+2% | Teacher Assistant |
| Catherine Russo | 12-02-2013 | 9+2% | Teacher Assistant |
| Julia Wade | 11-12-2013 | 9+2% | Teacher Assistant |

Motion to approve new housing authority members

After review and discussion Mr. Hughes made a motion to approve the new housing authority member's application, seconded by Ms. Lewis. The motion was approved by unanimous vote.

| <u>Name</u> | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u> |
|-----------------|---------------------------|-------------------|----------------------|
| Jennifer McNabb | 12-16-2013 | 9+2% | Occupancy Specialist |

Motion and vote on retirement application for Donna McLean and Charles Carnell

After review and discussion Ms. Lewis made a motion to approve the retirement applications for Donna McLean and Charles Carnell, seconded by Mr. Hughes. The motion was approved by unanimous vote.

| Name | DOB | Creditable Service | Group | Dept/Pos | Vet Status | Retirement Option | Date |
|-----------------|------------|----------------------|-------|----------------------------------|------------|-------------------|-----------|
| Donna McLean | 10-29-1946 | 22 years 3 months | 1 | Treasure/Deputy Tax Collector | N | B | 2/19/2014 |
| Charles Carnell | 12-28-1957 | 32 years 0 months | 4 | Fire/ Firefighter | N | C | 3/26/2014 |

Motion and vote on a refund of accumulated deductions in the amount of \$2,923.84 for Ashley Lambert. Ms. Lambert had 1 year 11 months of service for Arlington School System.

After review and discussion, Ms. Lewis made a motion to approve the refund of accumulated deductions in the amount of \$2,923.84 for Ms. Lambert, seconded by Mr. Hughes. The motion was approved by unanimous vote. Ms. Lambert had 1 year and 11 months of creditable service as an employee of the Arlington School Department.

Motion and vote on a refund of accumulated deductions in the amount of \$3,151.83 for Todd Carroll. Mr. Carroll had 2 years 4 months of service for Arlington School System.

After review and discussion, Ms. Lewis made a motion to approve the refund of accumulated deductions in the amount of \$3,151.83 for Mr. Carroll, seconded by Mr. Hughes. The motion was approved by unanimous vote. Mr. Carroll had 2 year and 4 months of creditable service as an employee of the Arlington School Department.

New Business**2014 Operating Budget**

Mr. Greco presented the calendar year 2014 Operating Budget to the Board. The Board reviewed and discussed the \$1,052,895 operating budget which is the total of the \$346,395 actuarial budget which includes a 2.75% staff pay increase and \$706,500 investment manager budget. Mr. Steele made a motion to approve

the 2014 Retirement Operating Budget, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Warrant Articles

After review and discussion, Mr. Steele made a motion to submit the 90ACD and E, OPEB and 12(2) (D) Warrant Article for the 2014 Town Meeting, seconded by Ms. Lewis. The motion was approved by unanimous vote.

Chapter 32 § 3-5-c for Paul Olsen

After review and discussion, Ms. Lewis made a motion to accept four months of liability for Mr. Olsen non-membership time with the State, seconded by Mr. Steele. The motion was approved by unanimous vote.

Motion to Adjourn

At 6:00 PM Mr. Keshian made a motion to adjourn seconded by Mr. Hughes. The motion was approved by unanimous vote.